CLUB/CENTRE USER GUIDE – Registration

PlaySquash

PlaySquash.com.au is a new technology platform that will make the administration of your player registrations and payments a straightforward experience for both you and your members, while making the administration of information and records for the sport less tedious. The system will help grow and develop the sport and will allow us to know who is playing, where and how often and provide you with an opportunity to market your offerings to new players.

What is Registration?

Registration is a player's relationship to their local State & Territory Squash Association and Squash Australia (SA). This relationship provides access to the sport's competition at all levels, the capacity to be ranked and for benefits such as insurance. Players must be registered in order to play. Registration also provides a range of demographic and other data for use within the sport.

Ways to obtain a Registration:

1. Pay online via the Online Signup Form.
2. Register online without immediately paying (the club is then liable for the payment of any costs to their local Association, State and SA)

What is a Club Membership/Subscription?

A Club Membership is a player's relationship/financial status with their club. Clubs are responsible for ensuring players pay their membership/subscription fees.

Ways to obtain a Membership / Subscription:

1. Player pays online via Online Signup Form
2. Player pays offline (a process between player and club such as cash, EFTPOS, Direct Debit)

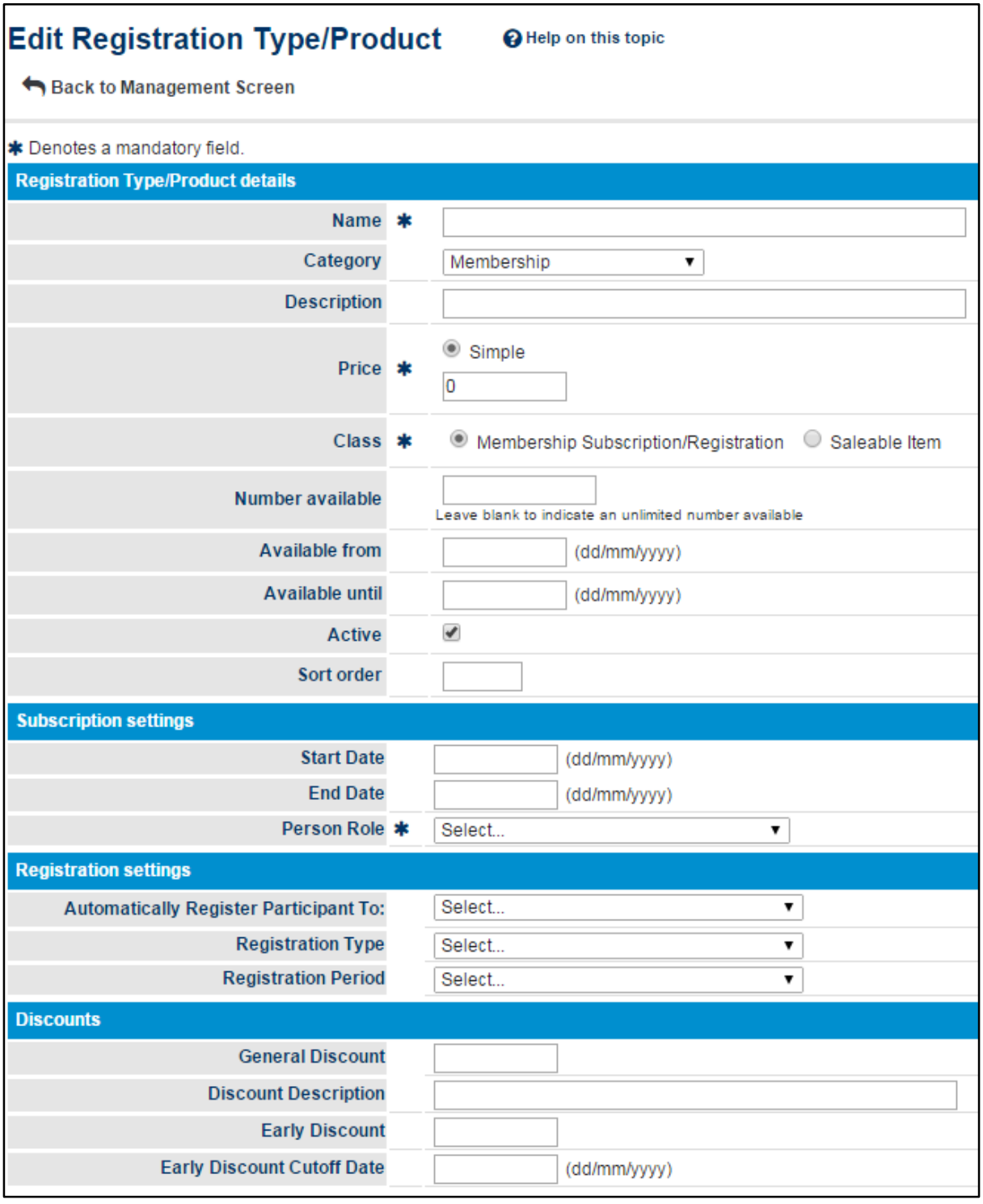
Clubs can use PlaySquash to offer a service to their players that allows them to pay their registration and/or the club membership or other services online. This is achieved by completing two main tasks:

1. Create **Products** that can be purchased online. Examples would include, a senior registration (meaning that the player will be registered to play), paying for attendance at the end year function or purchasing the club shirt.
2. Create an **Online Form** to collect participant data and display the **Products** you are offering. The form is the online destination where a player enters their details, selects the **Product(s)** they wish to purchase and pays via credit card.

Step One: Create Product

Allows you to create a product that combines Registration and Membership Fees

Navigation: Competition Participation> Online Forms > Configuration > Products



Edit Registration Type/Product Help on this topic

Back to Management Screen

✱ Denotes a mandatory field.

Registration Type/Product details

Name	✱	
Category		Membership
Description		
Price	✱	Simple 0
Class	✱	Membership Subscription/Registration / Saleable Item
Number available		Leave blank to indicate an unlimited number available
Available from		(dd/mm/yyyy)
Available until		(dd/mm/yyyy)
Active		☑
Sort order		

Subscription settings

Start Date		(dd/mm/yyyy)
End Date		(dd/mm/yyyy)
Person Role	✱	Select...

Registration settings

Automatically Register Participant To:	Select...
Registration Type	Select...
Registration Period	Select...

Discounts

General Discount	
Discount Description	
Early Discount	
Early Discount Cutoff Date	(dd/mm/yyyy)

Create Product: *Field Descriptions*

Registration Type/Product Details		
Field Name	Description/Recommended Setting	Optional
Product Name	This is what will display as the main product name and will appear on receipts and at Point of Sale.	No.
Category	MUST SELECT MEMBERSHIP	No.
Description	This is a longer description of the product which will display underneath the product name on a signup form.	Yes.
Price	*Simple*: The total price the participant will pay for the product (Registration and Club Membership) *Advanced:* Allows clubs to offer a family discount for multiple registrations within a family. ***See Page 5 for more on Family Discounts***	No.
Amounts payable for the selected registration type	The price entered must be greater than the maximum total across all age ranges, plus any discounts entered below. For example, the price would need to cover any local, State and National fees.	No.
Class	MUST SELECT MEMBERSHIP SUBSCRIPTION/REGISTRATION	No.
Number Available	Leave blank, unless your club offers a set number of products for purchase.	Yes.
Available From/Until	The dates the product becomes available for purchase and the cut-off date for sale of this product	Yes.
Active	Check the box to make the product active for participants to register	No.
Sort Order	The order products will appear in the Product Management Screen	Yes.

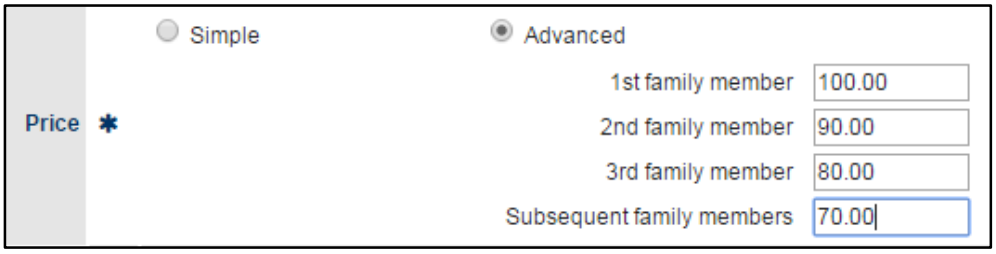
Subscription Settings		
Field Name	Description/Recommended Setting	Optional?
Start/End Date	These dates indicate to the customer when a membership is valid to and from.	Yes.
Person Role	A product must be linked to a person role. This means for new signups, the role is automatically created within the system for their person record. For example, a 'senior player' subscription can be linked to the 'PLAYER: SENIOR' role.	No.

Registration Settings		
Field Name	Description/Recommended Setting	Optional?
Automatically Register Participants to:	You must select the **Association** you are registering to. ***Note:*** If your club has a certain access level, it may appear in the drop down list. You must still chose the Association.	No.
Registration Type	Select the Registration Type Applicable	No.
Registration Period	Select the current Registration Period.	No.

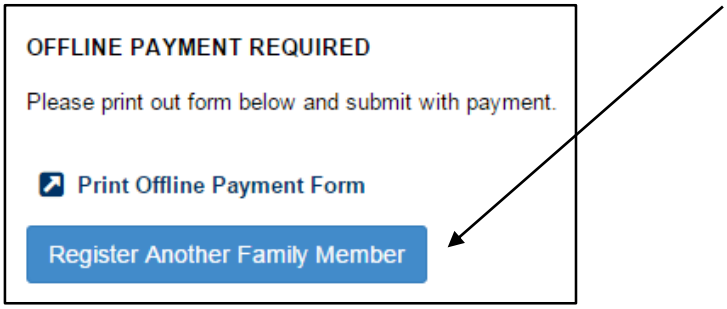
Discounts		
Field Name	Description/Recommended Setting	Optional?
General Discount	Enter an amount that will be deducted from the total.	Yes.
Discount Description	A description of the discount can be entered here	Yes.
Early Discount	This amount will display as a discount and be deducted from the total up until the date entered in the *Early Discount Cutoff Date* field.	Yes.
Early Discount Cutoff Date	The cutoff date for the early discount	Yes.

Family Discounts

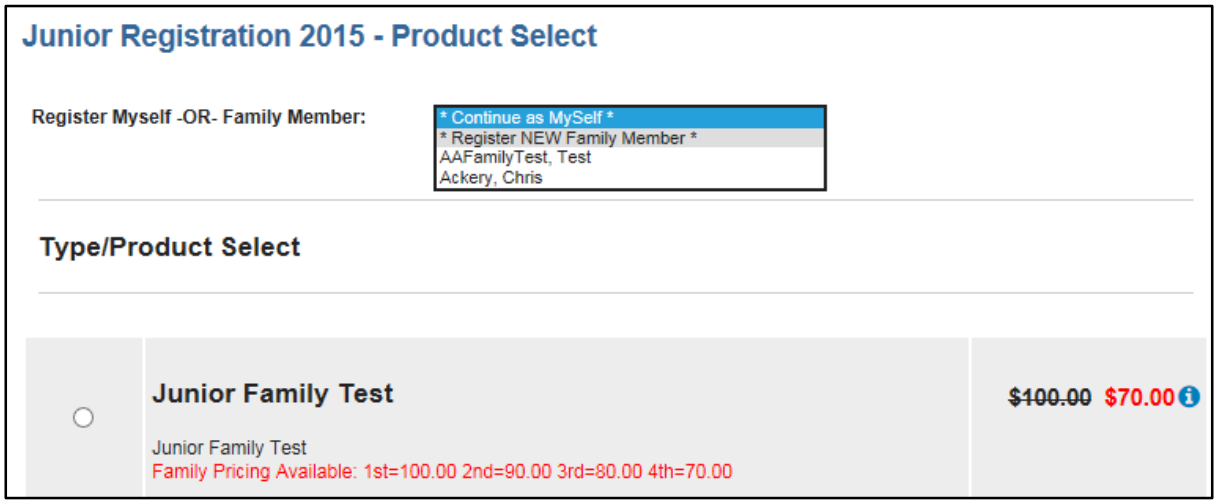
Set Advanced pricing options via Product Edit screen (all amounts inc. GST)



The first family member to register will see the full price and be prompted to register another family member once they have completed the online signup form.


OFFLINE PAYMENT REQUIRED
Please print out form below and submit with payment.
Print Offline Payment Form
Register Another Family Member

On the product select page of the online signup form, the parent can register themselves, a new family member or existing family members from the drop down box. Subsequent family members will receive the relevant discount (As shown below).

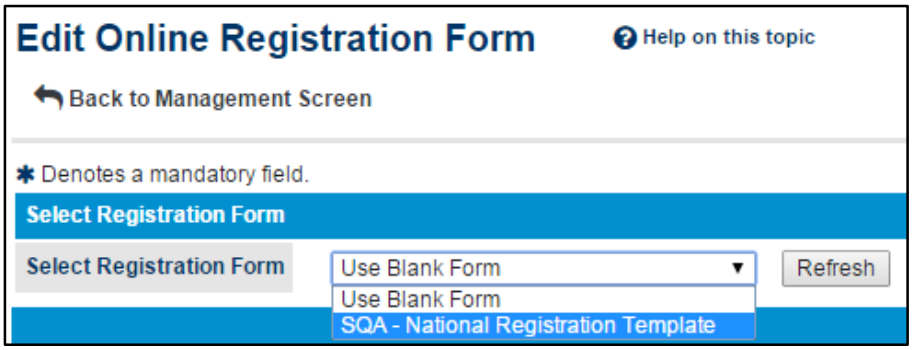


Note: *Discounts only apply to registrations from the same online form for the same participant role (i.e. clubs might have multiple junior products but as long as they are on the same form* with the same participant role then the discount applies.

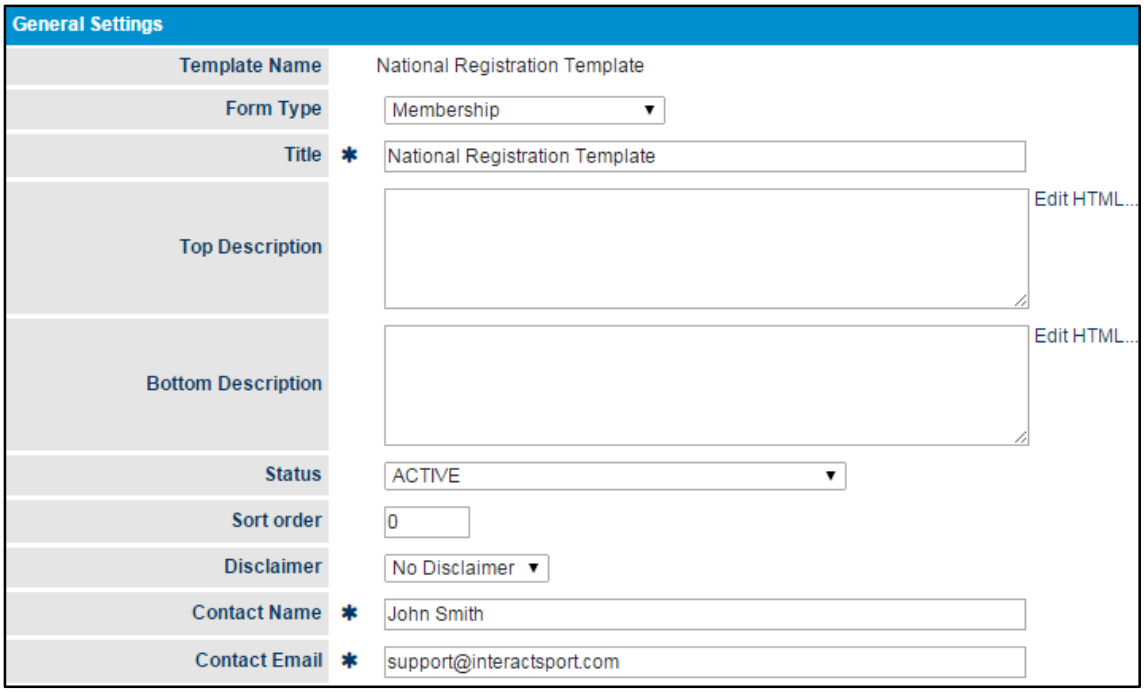
Step Two: Create Signup Form

Create a form that allows participants to register and pay online

Navigation: Competition Participation> Online Forms > Configuration > Sign Up Forms



Select SQA – National Registration Template > Refresh.



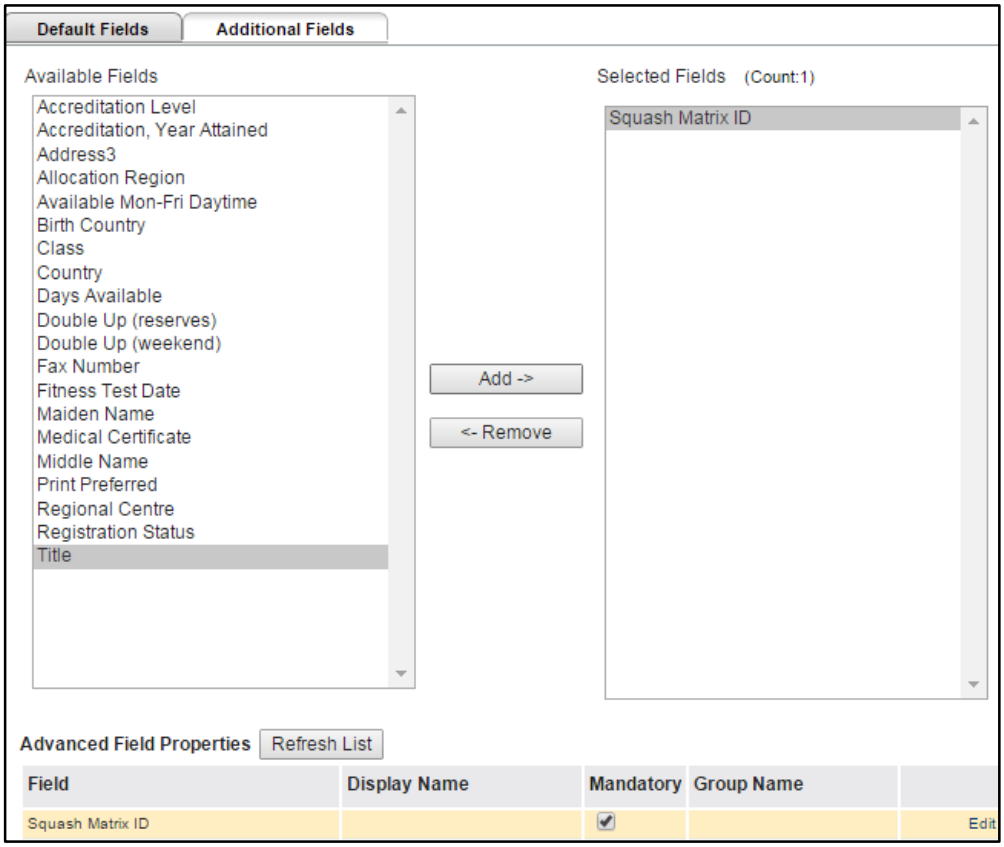
Create Signup Form – *Field Descriptions*

General Settings		
Field Name	Description/Recommended Setting	Optional?
Form Type	Membership will be preselected and unable to be changed.	No.
Title	This displays at the top of the public form	No.
Top/Bottom Description	Add a description that will appear at the top or bottom of the online form.	Yes.
Status	Select Active. This means the form is publically available via the *Public Access URLs* as displayed.	Yes.
Sort Order	The order the signup form will appear in the Signup Form Manager	Yes.
Disclaimer	Select a disclaimer from drop down. To create your own custom disclaimer: Competition Participation> Online Forms > Configuration > Disclaimers Note: Once a form has been activated, a new disclaimer is unable to replace an existing disclaimer.	No.
Contact Name/Email	Enter contact details for this form here. This can be a person or the name of your club. These details will display at the bottom of the public form that customers can click to contact for help or further information	No.

Payment Settings		
Field Name	Description/Recommended Setting	Optional?
Payment Gateway	If you would like to set up a gateway to accept payments online, simply follow the steps in the Payment Gateway Guide found under Registration > User Guides.	No.
Allow Offline Payment	Check the box if you also wish to enable offline payment. If offline payment is selected, the club is liable for the payment of any costs to their local Association, State and SA and to retrieve club membership funds from the participant.	Yes.
Automatically add Processing Fee	This is preselected and cannot be changed	No.

Offline Payment Description	Add information about offline payments here.	Yes.

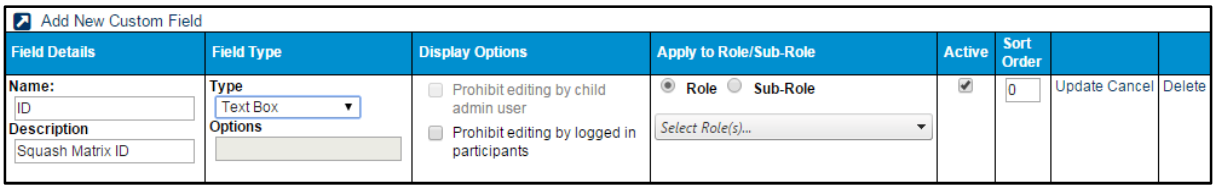
Form Fields		
Field Name	Description/Recommended Setting	Optional?
Default Fields	Default fields are set by SQA and cannot be removed from the signup form.	No.
Additional Fields	Select additional fields you wish to display on the form and Refresh List.	Yes.
Advanced Field Properties	Allows you to make changes to additional fields. Click the edit button to change the display name, create group names or mandate fields. *Group:* Create a Group Name that will then cluster fields under the one heading on your form e.g Contact Details, Parent/Guardian Information etc. *Mandatory:* This makes the field mandatory. Participants cannot proceed until this part of the form is completed. *Display Name:* Change how the name of the field will display on the form	Yes.


Default Fields
Additional Fields
Available Fields
Accreditation Level
Accreditation, Year Attained
Address3
Allocation Region
Available Mon-Fri Daytime
Birth Country
Class
Country
Days Available
Double Up (reserves)
Double Up (weekend)
Fax Number
Fitness Test Date
Maiden Name
Medical Certificate
Middle Name
Print Preferred
Regional Centre
Registration Status
Title
Add ->
<- Remove
Selected Fields (Count:1)
Squash Matrix ID
Advanced Field Properties
Refresh List
Field
Display Name
Mandatory
Group Name
Squash Matrix ID
Edit

Custom Person Fields

Create your own fields for the Online Signup Form

Navigation: People > Custom Person Fields > Add New Custom Field

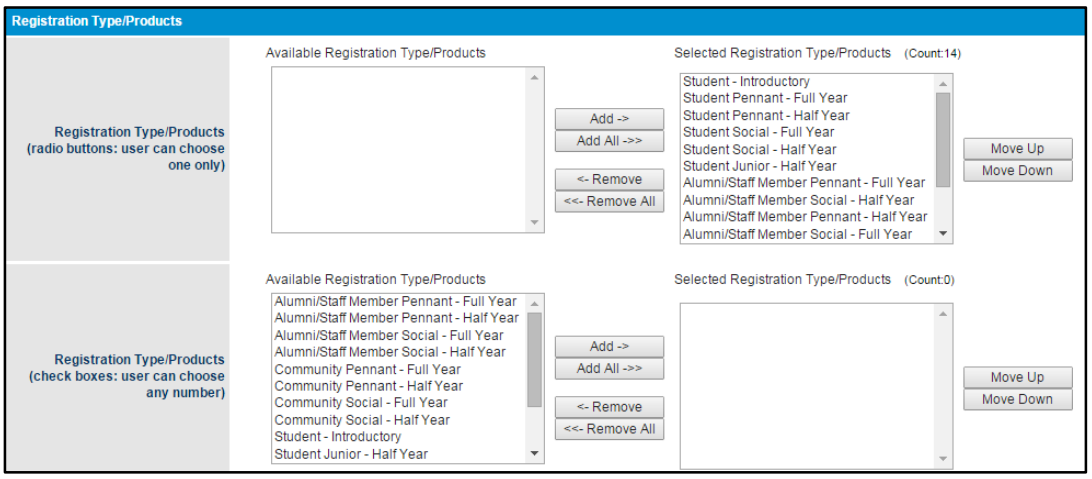


Field Details: The description will appear as an 'Available Field' when creating the sign up form.

Apply to Role/Sub Role: Make the custom field applicable to certain roles (e.g. Junior Players only)

Select Products

Choose the products or saleable items to be made available on your Signup Form


Registration Type/Products
Registration Type/Products (radio buttons: user can choose one only)
Available Registration Type/Products
Add ->
Add All ->>
<- Remove
<<- Remove All
Selected Registration Type/Products (Count:14)
Student - Introductory
Student Pennant - Full Year
Student Pennant - Half Year
Student Social - Full Year
Student Social - Half Year
Student Junior - Half Year
Alumni/Staff Member Pennant - Full Year
Alumni/Staff Member Social - Half Year
Alumni/Staff Member Pennant - Half Year
Alumni/Staff Member Social - Full Year
Move Up
Move Down
Registration Type/Products (check boxes: user can choose any number)
Available Registration Type/Products
Alumni/Staff Member Pennant - Full Year
Alumni/Staff Member Pennant - Half Year
Alumni/Staff Member Social - Full Year
Alumni/Staff Member Social - Half Year
Community Pennant - Full Year
Community Pennant - Half Year
Community Social - Full Year
Community Social - Half Year
Student - Introductory
Student Junior - Half Year
Selected Registration Type/Products (Count:0)

Advanced Settings

The Advanced Settings will be set in the national template, it is recommended that these settings are **not** changed.

Previewing Signup Form

Navigation: Competition Participation> Online Forms > Configuration > Sign Up Forms

Once in the Signup Form Manager, select 'Preview'. Once you click 'Preview', you will be taken to the Online Registration page where you will need to log in to preview the form OR enter your details and click 'Find Me' and then 'Create New Record'.

Reporting

Navigation: Organisation > Members > Reports

Clubs will be able to display, edit and download a range of reports relating to transactions, specific products and registrations for administrative use.

Registration Transaction Report

Navigation: Online Forms > Reports > Transaction Report

The Registration Transaction Report gives all the relevant transaction information regarding an individual's registration onto the system including the amount paid, status of payment & nominated team (if applicable).

Registration Form (Drop Down): *Ability to sort via all forms or specific registration forms*
Date Range: *Ability to sort via the date of transaction*
Actions: *ability to manually change the payment status to either Payed, Not Paid or Cancelled via this setting on an individual record*

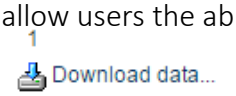
Registration Type/Product Report

Navigation: Online Forms > Reports > Registration Production Report

The product report displays all items that have been purchased by participants which will be broken down into certain Registration types or saleable items. The report will display the same sorting capability of the transaction report.

Downloading Data

At the bottom left of the screen, there is a download data option to allow users the ability to download data into either excel, TSV or CSV file.



These reports can be configured to extract additional data than what may be displayed on the page eg: address, phone number & email.

Need More Help?

FAQs

A list of Frequently Asked Questions relating to registrations can be found by selecting 'Registration FAQ's' within the Registration tab.

Submit a Support Request

PlaySquash is fully supported and dedicated to ensuring PlaySquash users are getting the most out of the system. If you require any further assistance, go to the 'Support' tab and

submit a ticket providing as much detail as possible.
Our helpful support team will then respond directly to your query.